

1822 - REVENUE PROCESSOR I

NATURE OF WORK

This position is responsible for the accurate assignment of meter vault keys on a daily basis, to all Meter Collectors and Meter Technicians. The incumbent enforces the Parking Department's coin room daily procedures and operations. Work includes being responsible for ensuring that all the revenue collected on a daily basis from meters in the City of Miami Beach is counted, packaged, and sent to the bank in a secure manner. Work also involves preparing accounting reports/spreadsheets to report revenue collected to the Finance Department.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Prepares meter vault keys for daily collection of meter and also specially requested vault keys for special installations/removals and program smart cards.

Issues and collects equipment such as but not limited to vault keys, cans, huskies and smart cards on a daily basis.

Repairs broken vault cans and collection canisters.

Assists with monthly vault key inventory.

Delivers, on a daily basis, interoffice mail and other items to other locations, including deliveries to vendors.

Programs payroll time cards bi-weekly.

Assists in processing accounting spreadsheets and garage/lot paperwork.

Performs all coin room procedures when requested.

Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of business arithmetic and English.

Ability to work with computer programs such as but not limited to, Excel and Word.

Ability to keep complex records and prepare reports.

Ability to understand and carry out detailed oral and written instructions.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to learn detailed routes and procedures.

Ability to maintain security over and be accountable for large sums of money, up to over \$6,000 daily.

MINIMUM REQUIREMENTS

One (1) year full-time verifiable experience in a money handling capacity.

Valid Driver's License, obtain a Florida Driver's License prior to being hired, and maintain throughout employment without any restrictions affecting job performance

Ability and willingness to carry up to at least 200 lbs canisters for a period of at least 3 hours daily

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capacity to effectively use and operate various items of office related equipment, such as but not limited to, a computer, calculator, copier, jet sorter and fax machine. Extensive standing, walking, moving, reaching, handling, carrying, kneeling, pushing, pulling and bending. No significant crawling, climbing, or sitting. Must have the ability and willingness to carry up to at least 200 lbs canisters for a period of at least 3 hours daily.

SUPERVISION RECEIVED

Assignments and work methods are prescribed in detail and work is supervised under close supervision.

SUPERVISION EXERCISED

May direct and train other employees in revenue processing activities.

NEW CLASS

DEV: 12/02